

CHICOPEE HOUSING AUTHORITY
Agenda for the
REGULAR MEETING OF THE AUTHORITY
To be Held at
7 Valley View Court

March 26, 2008

1. **Roll call, Members of the Authority:**
Call to order at: By:

Present:

Absent:

Chester Szetela
Ruth Vanderlick
Brian Hickey
Charles Swider
Bruce Socha

Also in attendance were the following: Secretary James Lynch, Assistant Executive Director, Patricia Murry, Modernization Coordinator Donald Dunn, Maintenance Operations Manager David Dymek and Carmen Estrada, Recording Secretary

2. **Tenant Organization Input**
3. **Reading of the Minutes of the Meeting held on February 27, 2008.**
4. **Reading of the Correspondence.**
5. **Payment of the Bills.**

A tabulation of those bills to be paid is contained in the Member's folders

6. **Committee Reports.**

The Director of Finance has provided the following reports:

Budget/performance comparison for all programs through January 31, 2008.

8. NEW BUSINESS

- A. Staff has prepared an Annual Plan covering the operation of federally assisted programs for the fiscal year beginning July 1, 2008. A presentation of this plan will be made.

Resolution required to approve the plan as presented and to authorize the Chair to execute the PHA certifications of compliance, form HUD 50077.

- B. (info) The Staff Accountant has completed the submittal of formula expense income calculation for the federal low income housing program into the new HUD Subsidy And Grant Information System (SAGIS). This system replaces the old Performance Funding System. A copy of the submittal has been provided to the Members. The formula will establish a combined subsidy requirement of \$1,314,506.00 for the three federal Asset Management Projects (AMPs). Last year the potential subsidy was \$1,022,313.00 reflecting an increase of \$292,193.00 for this year. Ultimately HUD only funded 84% of the required subsidy last year. Current year funding levels are unknown.
- C. (info) The Authority has received a notice of calculation of renewal funding for calendar year 2008 for the Section 8 Housing Choice Voucher Program from HUD. A copy of the calculation schedule has been provided to the Members.
- D. (info) A representative of the United States Department of Agriculture has requested permission to conduct a survey of wood boring beetles on property owned by the CHA off of Valley View Court. This was approved by the Executive Director. A copy of the communication has been provided to the Members.
- E. DHCD has prepared a contract amendment to the current Contract for Financial Assistance providing funds to the CHA for modernization workplan 1013. This amendment extends the term of the contract for two years beginning July 1, 2008.

Resolution required to approve execution by Chairman.

- F. The Massachusetts Executive Office of Workforce & Development, Division of Occupational Safety has promulgated new minimum wage rates to be paid by the CHA to maintenance employees of the CHA. A copy of the wage notice has been provided to the Members. Adoption of these rates, as applicable, by resolution would be in order.

Resolution to adopt.

- G. An "exit conference" was held with the staff from the Office of the State Auditor on February 29, and March 7, 2008. In the course of those two meetings an issue of a potential conflict of interest was raised by the Audit Staff. A report on that issue will be provided. A Chapter 268A Section 19 disclosure of financial interest form has been prepared for the review and consideration of the Members.

Approval by resolution

- H. Donald Dunn, representing the Preliminary Screening Committee for Executive Director Candidates will make a report to the Members.

Motion to accept the report.

Motion to proceed with other action.

- I. A change order (#1) to the contract between the CHA and JDL of Franklin County for termite damage repair at the Cabot Manor Apartments, AMP MA8-001 has been prepared in accordance with the contract documents. This change order will increase the time of the contract by fifteen days and the value of the contract by \$1,449.92 based upon unit costs carried in the contract for additional work determined upon demolition of surfaces. Approval is recommended.

Resolution required.

- J. A change order (#2) to the contract between the CHA and JDL of Franklin County for termite damage repair at the Cabot Manor Apartments, AMP MA8-001 has been prepared in accordance with the contract documents. This change order will increase the time of the contract by twenty five days and the value of the contract by \$11,305.00 based upon unit costs carried in the contract for additional work determined upon demolition of surfaces. Approval is recommended.

Resolution required.

- K. The Authority is in receipt of an invoice in the amount of \$42,061.42 from the firm of JDL of Franklin County, Inc for their services related to the repair of termite damage at the Cabot Manor Apartments, AMP MA8-001. this invoice is in accordance with the terms of their contract.

Motion to approve.

- L. The Authority is in receipt of an invoice in the amount of \$33,750.00 from the firm of Weston & Sampson Engineers, Inc. for their services related to the replacement of underground piping and site improvements at the Leo P. Senecal Apartments, Project 200-1. This invoice is in accordance with the terms of their contract.

Motion to pay subject to the approval of DHCD.

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Motion to approve.

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Motion to pay subject to the approval of DHCD.

- M. The Authority is in receipt of an invoice in the amount of \$6,372.48 from the firm of Hassett & Donnelly, P.C. for their services related to the DHCD retained risk program. This invoice is in accordance with the terms of their contract.

Motion to pay subject to the approval of DHCD.

- N. The Authority is in receipt of an invoice in the amount of \$2,654.01 from the firm of Everett & Gerrish Engineering for their services related to the replacement of interior doors at the Cabot Manor Apartments, AMP MA8-001. this invoice is in accordance with the terms of their contract.

Motion to pay.

- O. The Authority is in receipt of an invoice in the amount of \$60,660 from the firm of New England Communities, Inc for their services as consultant in the development of a strategic plan. This invoice is in accordance with the terms of their contract.

Motion to pay.

- P. On March 18, 2008 a collection of proceeds from laundry machines located at those CHA developments with Laundromats was conducted by representatives of the Automatic Washing Machine Company and the CHA. A copy of the collection report has been provided to the Members.

Motion to approve

Q. (info) UFCW, Local 1459 has informed the CHA of the selection of Christine Nadeau as the Union Steward representing their group. Ms. Nadeau is a Project Clerk assigned to the Cabot Manor Office.

R. The Memorial Tenant Association has submitted a funding request to the CHA a copy of which has been provided to the Members.

Resolution required to approve.

S. The Authority has a current agreement with the Republican Newspaper that provides for residents of our three highrise developments to receive their daily newspaper at no cost to either the resident of the CHA. The Republican has requested that this service be expanded to the Kida and Valley Apartment Complexes.

Motion to ratify agreement.

T. The Director requests that the Members enter into executive session to discuss issues related to collective bargaining with the maintenance and clerical employees of the CHA. No action will be taken on return to regular session.

U. Any other new business to come before the Board.

9. ADJOURNMENT

At the next regular meeting representative of New England Communities, Inc. will be in attendance to present their draft report on the new strategic plan.

**The next REGULAR MEETING of the CHICOPEE HOUSING AUTHORITY
will be held on April 09, 2008**